

**PUBLIC HEALTH NUTRITION MANAGER**

**DEFINITION:**

Under general direction, to plan, organize, direct, and supervise a major or county-wide public health nutrition program; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Public Health Nutrition Manager is a working level manager class allocated to the Health and Human Services Agency (HHS), Children, Youth and Family Division. Under the direction of the Health Planning and Program Specialist this class has ongoing supervisory and administrative responsibilities for a major or countywide public health nutrition program. It is distinguished from Nutritionist in that the latter has limited supervisory and administrative responsibilities.

**EXAMPLES OF DUTIES:**

Directs and performs complex technical, educational, consultative, and administrative nutrition program work; plans, implements, organizes, directs, and supervises health professionals, interns, and other assigned staff engaged in public health nutrition programs; develops goals, policies, procedures, standards, and evaluation tools; compiles and evaluates nutrition data and nutrition program operations data; develops community liaison; participates in community health and nutrition programs; serves as a consultant to immediate staff and other county and non-county staff on public health nutrition matters; prepares educational and training materials; supervises graduate level health and nutrition staff; prepares grant applications; negotiates and monitors contracts; provides technical assistance to health care professionals; and prepares program budget.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Principles and practices of public health.
- Supervisory principles and practices.
- Educational and training principles and practices.
- Public health nutrition trends, special diet therapies, nutritional food values, diseases related to nutrition deficiencies.
- Community health organizations and resources.
- Federal, state, and local public health nutrition program regulations.
- Program planning and evaluation.

**General Knowledge of:**

- Personnel and budgeting procedures.
- Contracting and budgeting.
- Research and statistical analysis.
- Counseling and client consultation techniques.
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- Maternal and child health programs.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Plan, organize, direct, and supervise public health nutrition programs.
- Prepare written reports, letters and other documents.
- Establish and maintain effective interpersonal relations with those contacted in the course of work.
- Provide effective training and make public presentations.
- Assess and evaluate nutritional status of clients as related to their overall health.
- Communicate effectively orally and in writing.

**EDUCATION/EXPERIENCE:**

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities, stated above. Examples of qualifying education/experience are:

A Master's degree in Public Health, Nutrition, Science, or a related field, from an accredited institution, AND, three (3) years of recent and community based nutrition experience.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

**Registration:**

Registration as a Dietitian within six months of employment with the American Dietetic Association is highly desired.